JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Title: Director of Construction</th>
<th>Employment Status: Full-time</th>
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<tr>
<td>Department: RED Executive</td>
<td>FLSA Status: Exempt</td>
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<tr>
<td>Reports to: COO</td>
<td>Supervises: Manager of New Construction, Manager of Home Preservation, Supply Chain Manager</td>
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Position Overview
The role of the Director of Construction (DC) is to provide unifying operational management to all day-to-day activities supporting Habitat’s new construction and home preservation programs, including supply chain management. More specifically, the DC is responsible for driving value, safety and organizational sustainability throughout the affiliate’s construction programs. The DC will engage in all aspects of planning, budgeting, project management and third-party relationships necessary for the affiliate to build, renovate and repair homes in achievement of its mission and Strategic Plan. They will establish a presence at the warehouse and work sites, meeting with the construction teams, executing plans and leading by example as a champion of people and operational excellence.

Essential Job Functions and Responsibilities: Include but are not limited to the following:

Financial Management
- In partnership with the COO and Director of Real Estate Development, develop and monitor department and project budgets and analyze financial reports to ensure attainment of financial goals.
- Ensure that affiliate resources directed to construction activities are effectively used to provide high return relative to achieving the goals and mission of Habitat Metro Denver.
- In collaboration with direct reports, develop strategies and plans to select and manage vendors, suppliers, and subcontractors. Additionally, develop risk management strategies and plans across all construction activities.
- Ensure that budget, procurement and inventory controls and measures are established and in practice. Work with the accounting department to identify and resolve any issues.

Organizational Leadership
- Observe, evaluate, and develop direct and indirect reports.
- Effectively communicate and emulate HFHMD Mission and Core Values; communicate team objectives and performance expectations to all direct reports.
- Document, update and administer operational policies and procedures as needed. Responsible for familiarizing his/herself with the HFHMD Employee Guidelines, Construction Operations Manual/SOPs, Safety Policies and all related procedures in order to maintain consistent compliance by all direct and indirect reports.
- Ensure consistent execution of individual development plans for all direct reports.
- Assist with hiring and maintaining appropriate staffing levels as well as conflict resolution and discipline.
• Visit the warehouse and work sites regularly to increase knowledge of needs and assist with trouble shooting.
• Develop and support an inclusive environment for employees, volunteers, sponsors and subcontractors.

Improving efficiency, consistency and cohesion throughout construction operations
• In partnership with the COO and Director of Real Estate Development, provide pre-development input of construction techniques and project costs.
• Establish and maintain a program to ensure operational excellence to produce high quality work, reduce operational risk, lower operating costs, recognize and maximize efficiencies and deliver on time results.
• Lead by example as a champion of people. Ensure that interactions across staff, volunteers, sponsors, and subcontractors are engaging, solution oriented and positive.
• Lead with intentionality to recognize and develop future leaders within the construction teams. Utilize regular and consistent coaching and feedback to ensure accountability and engagement.
• Continually improve operational outcomes by developing and/or standardizing processes and procedures across all construction activities. Actively prospect for new vendor/subcontractor relationships that would benefit or reduce risk for the construction programs.
• Coordinate with Volunteer Engagement department to prioritize volunteer support across the warehouse and work sites. In addition, address any volunteer opportunities or concerns to ensure a safe, engaging and valuable experience. Work with team to recognize Core Volunteers and build the Core volunteer program.
• Be a content expert on construction systems, including budgeting, project management, supply chain management, volunteer management and performance management platforms.

KNOWLEDGE, SKILLS, ABILITIES:
- A strong belief in Habitat’s mission and a desire to engage others in the organization’s work.
- Excellent oral and written communication skills. Able to adapt communication style and communicate clearly and effectively across different audiences.
- Outstanding leadership skills with demonstrated success leading teams, building strong culture, developing others, and overseeing results.
- Able to inspire others, develop talent and effect change. Willing and able to be a “doer” and “influencer”.
- Self-motivated and able to work independently with superior time management and organizational skills.
- Comfort navigating a dynamic, regularly changing landscape and success working in a similar environment.
- Broad understanding of principles and practices of business and construction, preferably in a residential context.
- Must have through knowledge of construction building codes and building methods
- Ability to analyze construction documents and able to read blueprints
- Good process management skills with the ability to effectively plan, prioritize, coordinate, delegate and manage workload to meet goals and deadlines.
- Experience preparing proposals, requesting quotes and negotiating purchase terms and conditions.
- Working knowledge of labor relations, policies and guidelines.
- Bilingual (English and Spanish), though not required, is highly preferred.

**EDUCATION, EXPERIENCE:**
- College degree strongly preferred with a minimum of High School Diploma/GED; 15+ years construction experience. Additionally, at least 10 years of leadership experience, preferably growing a business
- Minimum 5 years of successful supervisory experience required; 10+ years preferred
- Strong budgeting and math skills as it relates to construction and/or P&L management
- Strongly preferred to have knowledge and experience with for-sale single- and multi-family residential construction, and volunteer and staff management
- Strong computer proficiency including experience with MS Office Suite and contemporary project management, accounting and inventory management systems
- OSHA 30 certification. Denver residential Class C general contractor’s license and Davis-Bacon experience a plus

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**
- Ability to adequately traverse a warehouse and construction site; lifting /carrying minimum of 50 lbs. frequently; plus, ability to speak, hear, bend, twist, reach or other similar activities as required.
- Must maintain professional appearance and be able to work in a construction environment in all weather conditions, around hazardous chemicals, dust, dirt, and other particulates.
- Ability to earn certification and drive a forklift vehicle.
- Willingness to work weekends, evenings, overtime as required.
- Ability to sit at a desk and computer for extended periods of time.

**WORK ENVIRONMENT AND CONDITIONS:**
- Portions of the week spent in a warehouse or residential construction site.
- A Motor Vehicle Report (MVR) will be run for insurance purposes.
- Valid driver’s license and ability to be insured under the company’s insurance policy is a prerequisite.

Starting salary range for this position is: $92,219 - $103,497. Compensation will be commensurate based on applicable education and experience.

**Benefits** available include medical, dental and vision insurance options; 401k savings match; Paid Time Off for vacation, sick, holidays, floating holidays, Healthy Families Workplace Act (HFWA) Leave; Parental Leave and paid time to volunteer. This position may be eligible for performance-based bonus as determined in the Organization’s sole discretion.

Please send work history or resume and cover letter to HRRecruiting@habitatmetrodenver.org for consideration.

*Habitat for Humanity of Metro Denver is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.*